



Policy Memorandum

DRAFT Policy Memorandum No. 2011-01

Date: October __, 2011

To: CCDA Commission Members

Subject: DRAFT Protocols for the CCDA to take Positions on Legislation

At its _____ meeting the California Commission on Disability Access (CCDA) established this policy regarding protocols for taking positions on legislation.

The CCDA, as authorized in Government Code section 8299.08 (a), may “inform the Legislature of its position on any legislative proposals pending before the Legislature.” Further it “is expressly authorized to state its position and viewpoint on issues developed in the performance of its duties and responsibilities” Gov’t Code § 8299.08(b). The goal of the CCDA in this respect is to ensure that the CCDA takes positions on legislation only after carefully weighing the issues involved in the legislation and taking into consideration all views related to the legislation.

This policy provides for the following:

1. Only the sitting voting members of the CCDA, by a majority vote, can decide on an official position and the action to be taken to advance the CCDA’s position on legislation.

2. Suggestions for taking a legislative policy position may come from anyone. Suggestions must be sent in writing to the Chair of the CCDA or the Vice Chair in the Chair's absence and to the Executive Director (ED).
3. CCDA staff will review and analyze the legislation. A written analysis will be provided to the Executive Committee for review.
4. The Executive Committee will recommend a position (in support or opposition), amendments to the legislation, no position or a neutral position. The Executive Committee will recommend the action to be taken on the legislation, action may include, writing letters, meeting with key legislators and their staff, attending hearings or other activities needed to advance CCDA's position.
5. The Executive Committee and CCDA will only take positions on legislation that regards an issue within the purview of the CCDA.
6. At the next full CCDA meeting, the Executive Committee's position and action recommendation will be reviewed by the CCDA and voted on.
7. Legislation position letters will be signed by the CCDA Chair or Vice Chair in the Chair's absence.
8. All legislation position letters will be posted on the CCDA website.
9. If significant time or financial resources will be needed to advance its legislation position, the ED will consult with legal counsel to ensure compliance with state and federal laws and regulations and provide a written opinion to the CCDA, prior to the CCDA approving the action to be taken.
10. Positions on legislation will expire after one year from adoption unless the CCDA acts to extend the period.